

**From:** [R6HarveyFSC](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: Demob info from finance  
**Date:** Thursday, September 7, 2017 5:32:00 PM

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**From:** Nicholls, Jacob  
**Sent:** Thursday, September 7, 2017 5:31:59 PM (UTC-06:00) Central Time (US & Canada)  
**To:** Crable, Gregory  
**Cc:** R6HarveyFSC  
**Subject:** Demob info from finance

Info needed from finance for demobilization:

1. Verification that the employee does or does not have a bank card. If the employee does, make sure no purchases were made on the bank card
2. Please ensure all OT certification forms completed and signed by the employee and their direct supervisor are returned to the FSC mailbox for documentation purposes at [R6HarveyFSC@epa.gov](mailto:R6HarveyFSC@epa.gov)
3. Please remind employees to make sure they have properly updated all PPL+ timesheets to reflect all time charged to the Mission Assignment, regular and overtime.

If employee does not have a bankcard or made no purchases related to this deployment then it is OK to sign.

If the employee did make purchases Finance needs a copy of the log and the receipts.

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**Jacob B. Nicholls, CGFM**

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